Cardinal

Cardinal Flowcharting Standards:

Template Key

Step Description

Represents an interface or a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

Batch Process

Represents a batch process within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

Manual Operation

Represents a process or step that is performed manually. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

Decision Outcome

Represents the possible outcomes of a decision or analysis that took place in a step immediately preceding. NOTE: this symbol itself does NOT represent any activity, and should not be given an identifier.

Entity Name

Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information

Step Number

1.1.1 Approve PO

The step number should be placed at the top of each step or process

Start

Indicates point at which the process begins. Does not represent any activity.

End

Indicates point at which the process ends. Does not represent any activity.

Document

Represents a document of any kind, either electronic or hard copy

X

On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Also used to reference a sub process within the same main process. Connectors are labeled with UPPER CASE letters.

GL 5.3

Inter Process Connector. Used to connect steps between business processes (e.g. General Ledger Sub Process 5.3 would be GL 5.3).

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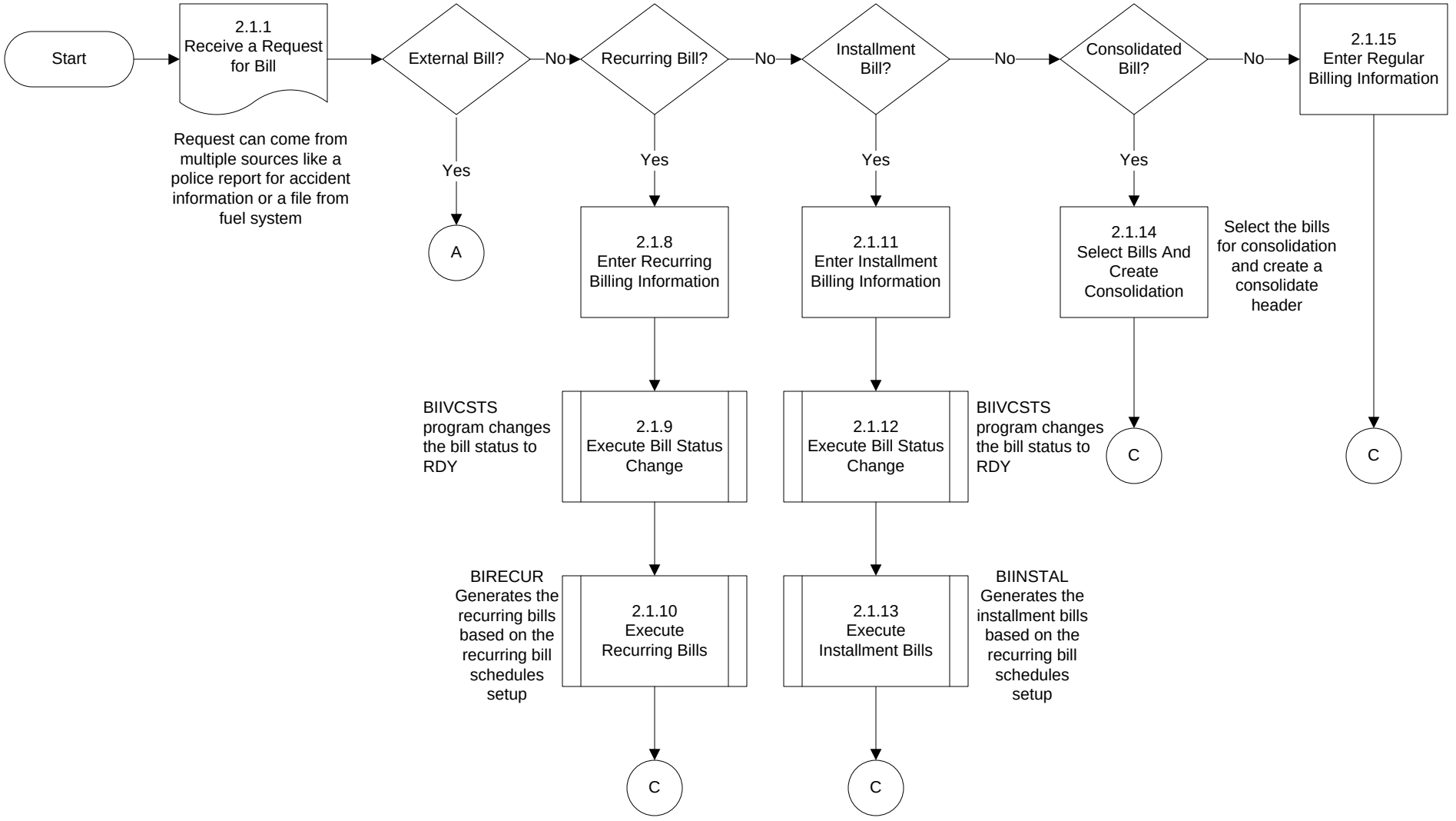
AR 2 Generate Bills And Create Receivables – 2.1 Create Online and Interface Bills



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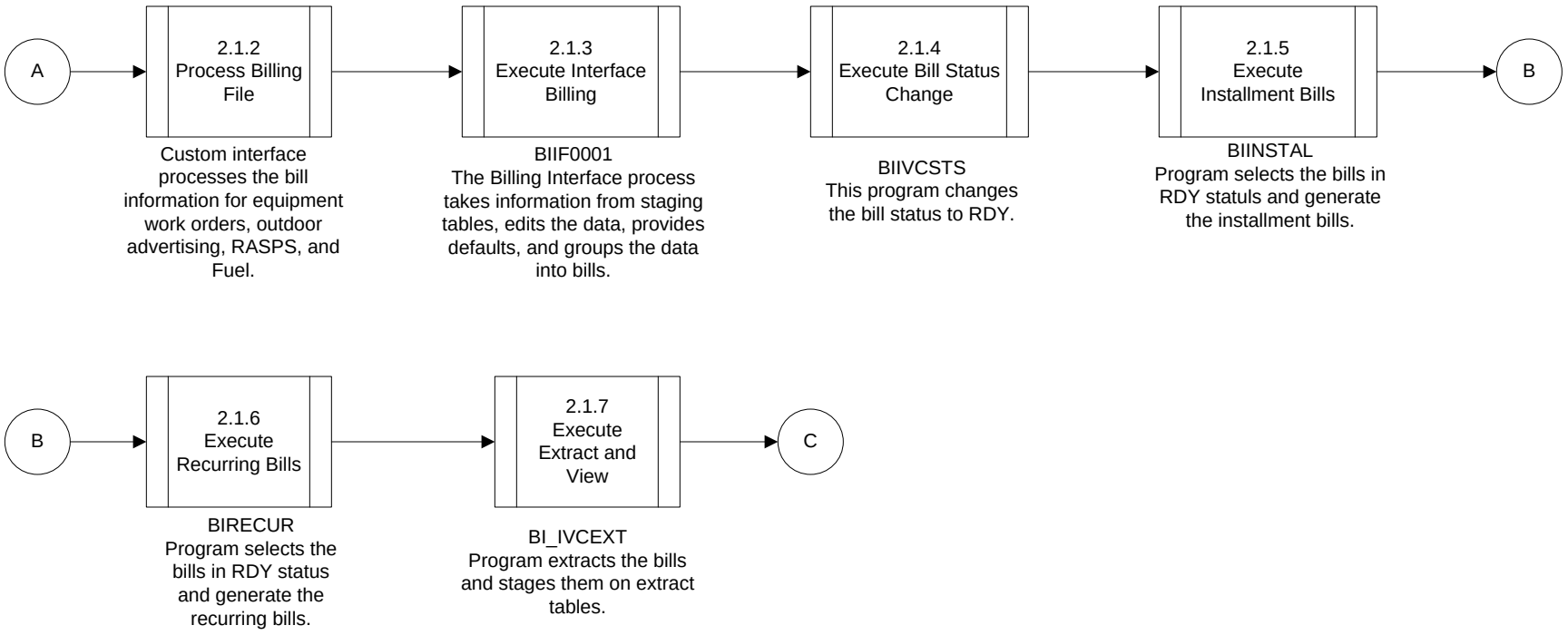
AR 2 Generate Bills And Create Receivables – 2.1 Create Online and Interface Bills Continued (External Bills)



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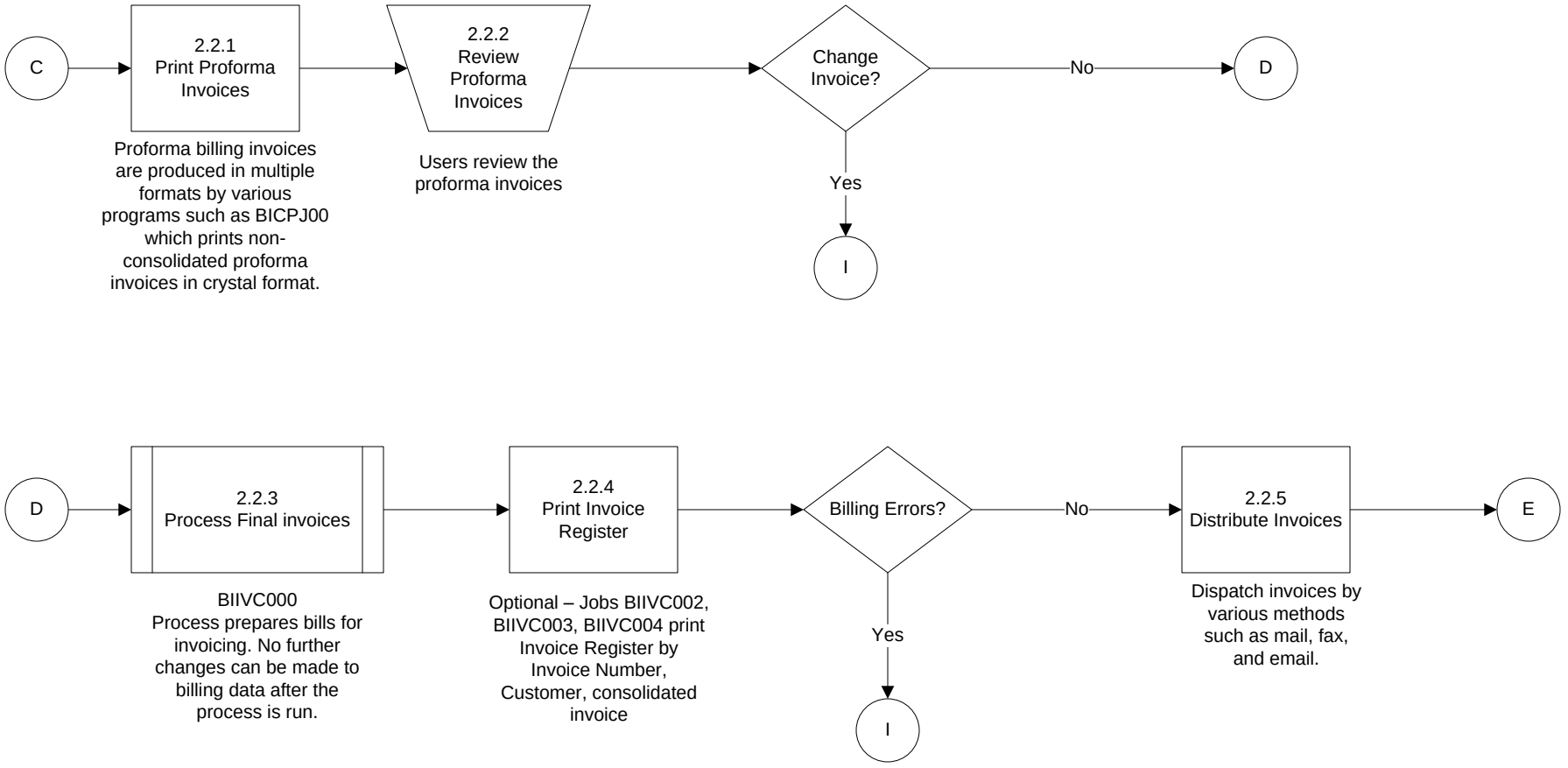
AR 2 Generate Bills And Create Receivables – 2.2 Create Invoices



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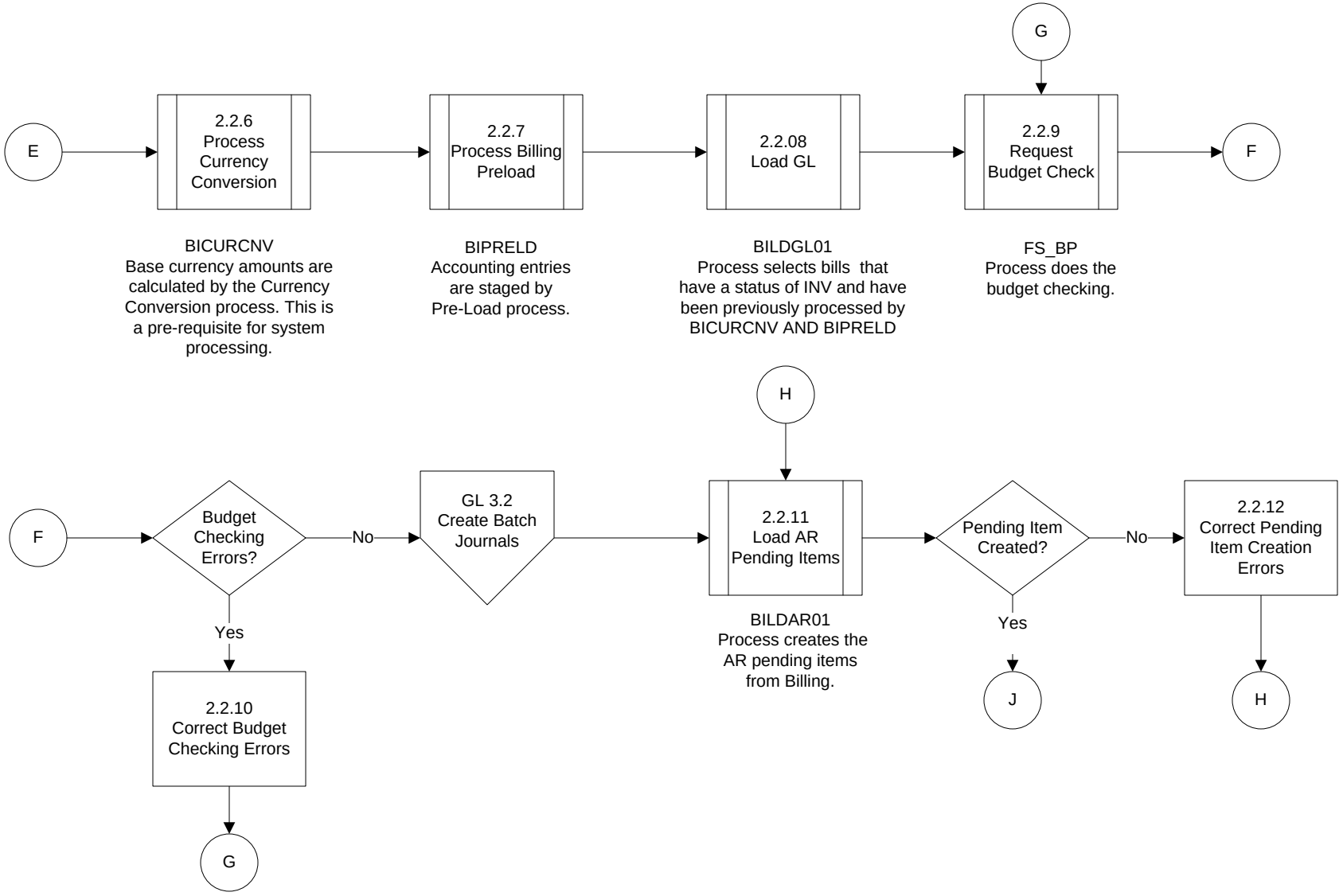
AR 2 Generate Bills And Create Receivables – 2.2 Create Invoices Continued



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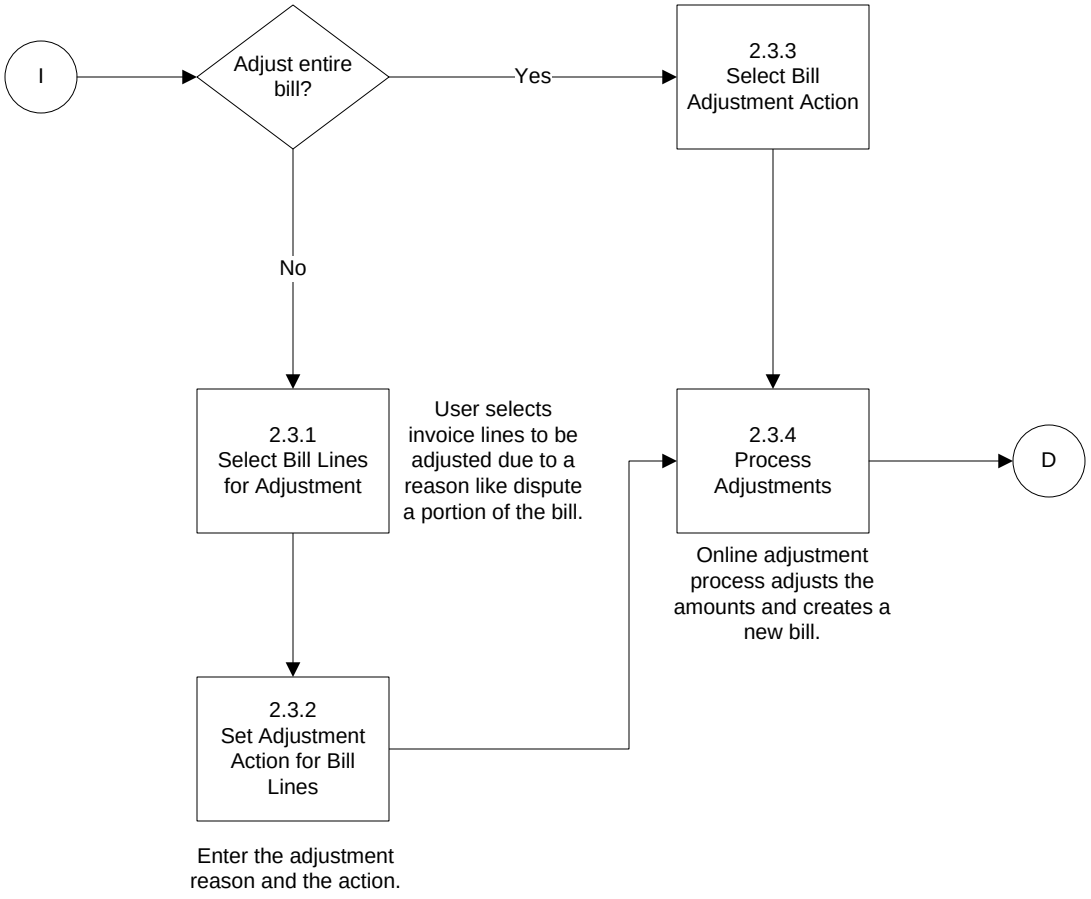
AR 2 Generate Bills And Create Receivables – 2.3 Adjust Bills



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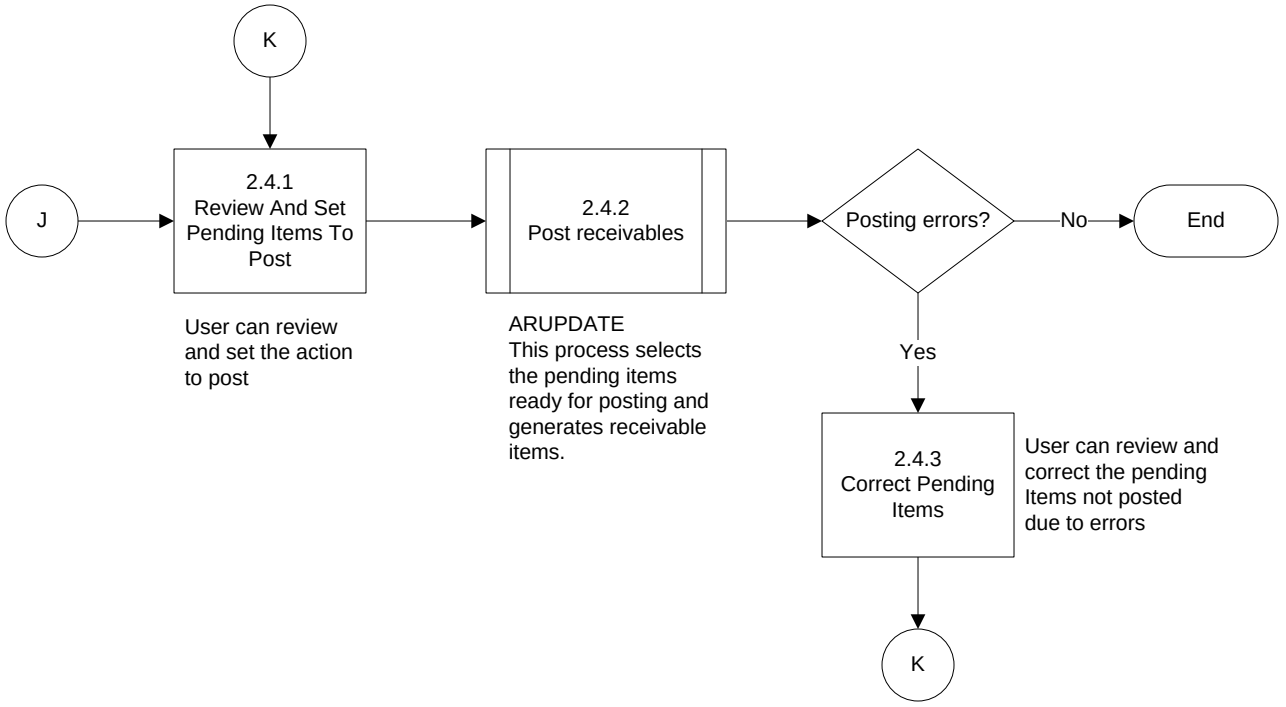
AR 2 Generate Bills And Create Receivables – 2.4 - Post Receivables